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Alcohol, Tobacco, & Drug Policy

Alcohol consumption is prohibited on library grounds

Smoking is prohibited on library grounds. Smokers may go to the south alley or the north street.

Illegal drug use is prohibited. The police **will** be notified.

Adopted 2/8/2012

Behavior Policy

Unacceptable Behavior

Library patrons are expected to act in a way which shows respect to other patrons and staff.

Parents/Guardians are responsible for the behavior of their children while in the library. The librarian will speak to the parent/guardian of the child/children if they are not together; if inappropriate behavior continues, they will be asked to leave the library. If the patron is around the young adult age or older, the librarian will ask him/her to leave.

Unacceptable behavior at the library includes, but not limited to

1. Persistent noise or talking: People using radios, cassette players, etc. in the library must also use earphones. Extended cell phone usage should be limited to the lobby area.
2. Misuse of Library computers: Copy of computer policy is available.
3. Loitering, congregating or skateboarding on library property.
4. Bringing firearms, concealed handguns and /or other deadly weapons into the library pursuant to Nebraska Revised Statute 69-2441; 28-1201 reissue revised statutes of Nebraska.
5. Eating, drinking, smoking, tobacco-chewing, sleeping and gambling.
6. Unruly or offensive language or behavior. Physical, sexual or verbal harassment or abuse will not be tolerated.
7. Refusal to leave the library at closing. Library staff will notify patrons ten minutes prior to closing. All patrons are expected to vacate the library and premises at closing.
8. Possession of or intoxication from alcohol or drugs. Alcoholic beverages and illegal drugs are not permitted on library premises.
9. Leaving children unattended. Any child under the age of seven years shall remain in sight of and supervised by, either a parent/guardian or by a responsible chaperone: an adult or adolescent.
10. Solicitation is not permitted on library premises.
11. Appropriate attire must be worn in the library, including shirts and shoes. Specialized sport shoes or other apparel that may cause damage to library property is not permitted.

Consequences of Unacceptable Behavior in the Library

Other than matters involving injury, significant damage to property, or deliberate confrontations with staff, penalties shall be determined by the library director on a case to case basis. Persons violating the rules of conduct shall be subject to the librarian contacting the police.

Adopted 3/12/2012

Circulation Policy

Items may be checked out for the following time periods:

New books	2weeks
Books	3weeks
Videos	1 week
Magazines	1 week
Music	1 week

Holds may be placed on any item checked out. Library staff will call when the item is available.
All items may be renewed once, provided there are no holds.

Number of items available for check out:

Total items	10
New books	4
Videos	2
Magazines	2
Music	2

Adopted 2/8/2012

*Please see **Lost/Damaged Materials Policy** regarding overdue materials

Collection Management Policy

The ultimate responsibility for selection and removal of materials rests with the library director, operating within the framework of policies determined by the library board.

Selection

1. The library gathers materials, both print and non-print, on all subjects of interest to the community. In collecting these materials, the library adheres to the principles embodied in the Library Bill of Rights and this policy statement.
2. Selection of materials follows standard guidelines.
 - a. At least one of the following criteria will be used in material selection: needs and interests of the library's users and anticipated users, accuracy and responsibility of the author, effective expression, significance of the subject, or the item's relationship to the rest of the collection and to the interest of the community.
 - b. Selection criteria for audio-visual and other non-print materials include such factors as artistic and technical standards in addition to content-related values.
 - c. Standard book review and selection tools, such as but not limited to book reviews from professional journals, best seller lists, and other professional library publications, are used to determine usefulness of all print and non-print materials. On order materials will be reviewed by the Board if at least 3 written complaints are received before the receipt of the item. (See Appendix I for form).
 - d. Patron requests are considered when it is felt the material suggested will be of use in the collection.
3. The library collection presents opposing views on controversial topics.
 - a. The library maintains a vigorous program on behalf of intellectual freedom.

- b. Care will be taken so that no one patron or group determines the selection or withdrawal of materials because of biased opinions

Removal

1. Materials will be removed taking into consideration the factors in which materials are selected.
2. Materials will be removed from the collection based on the following criteria: condition, lack of relevance to the community, lack of use, inaccurate, outdated, or a newer edition is acquired.

Donations

1. The library mainly accepts unconditional donations.
2. The Director evaluates accepted donations using the Selection and Removal sections of the Collection Management policy.
3. Donations not added to the collection will be discarded at the library's discretion. The library will attempt to discard the materials through book sales, donations to other organizations and other possible means, before recycling.

Adopted 2/8/2012

Computer Use Policy

1. The Ashland Public Library staff does not monitor and has no control over the information accessed through the computer and cannot be held responsible for its content.
2. Children 12-18 must have a signed permission sheet from a parent to use the computer.
3. Children under the age of 12 must be accompanied by an adult.
4. Library staff is not responsible for providing in-depth training on the computer.
5. Users may use the computer for research and the acquisition of information to address their educational, vocational, cultural and recreational needs.
6. Users may use the computer for receiving and transmitting e-mail as long as they use a free e-mail service. The library will not manage e-mail for any organizations or individuals.
7. Computer use is offered in thirty (30) minute sessions on a first come, first served basis. If no one is waiting to use the computer, the user can continue.
8. If a person (child or adult) is on the computer playing games and a person requests the use of the computer for research or to check their e-mail, the librarian or assistant librarian can ask the person to get off. In other words, playing games is the last on the list of computer needs.
9. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes.
10. Users agree not to incur any costs for the library through their use of the computer.
11. Computer users are not to change any setting(s) on the computer.
12. Users shall not deliberately or willfully cause damage to library computers or printers.
13. Misuse of any computer/printer will result in the loss of computer privileges.
14. Chat room use is forbidden.
15. The library computers are NOT FILTERED.
16. Users are not to add any attachments to the library's computers.

Adopted 5/7/2009

Confidentiality Policy

1. State law stipulates confidentiality of library records, i.e. Law 84-712.05, "Records which may be withheld from the public", states that "The following records, unless publicly disclosed in an open court, public entity pursuant to its duties, may be withheld from the public by the lawful custodian of the records(1) Records or portions of records kept by a publically funded library which, when examined with or without other records, revealed the identity of any library patron using the library's materials or services."
2. It is the policy of the Ashland Public Library to maintain complete confidentiality of all library circulation records.

Adopted 3/12/2012

Copy & Fax Policy

Black and white copies and printouts are \$0.15 apiece, color pages are \$0.50

Faxes are \$1.00 for each page, incoming and outgoing. If desired, the cover sheet also costs \$1.00. A fax confirmation sheet can be provided at no additional charge.

Adopted 9/15/2010, Revised 5/14/14

Discrimination & Harassment Policy

The city of Ashland who oversees the Ashland Public Library will promptly investigate all allegations of discrimination and /or harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

Adopted 9/14/2010

Emergency & Safety Policy

Weather Emergencies

1. **Snow**-If schools are closed, the library will try to remain open. A notice will be posted on the front door if any change. City Hall will be notified.
2. **Tornado or Violent Storm**-The library staff will monitor the weather conditions. Depending on conditions the librarian will decide to allow patrons to leave or if everyone should head for the basement.
City Hall will be notified.

Facility Emergencies

1. **Fire**-Staff will try to find location of fire. If it can be put out by fire extinguisher, it will be. If fire is found to be larger and possibly out of control, call the fire department, full evacuation.
2. **Loss of Utilities**-Call city hall.
3. **Plumbing Problems**-Call city hall. Next step may be to call plumber.

4. **Bomb Threat**-If caller gives any information, such as time and location, call the police. The building should be cleared.
5. **Personal Safety**-Staff should be instructed to be very cautious with a patron or other staff member who has a health complaint. Do **not** dispense any form of medicine. The next possible step would be to call the police. If necessary, an accident report needs to be made out, signed by injured person, possibly parent/guardian and a staff member.
 - a. **Reporting Injuries**-All emergency information will be reported to the city. The Library Board of Trustees should be informed.
6. **Patron Unruliness or Violence**: Please see Behavior Policy. The police may need to be called.

Adopted 3/12/2012

Genealogy Policy

The Ashland Public Library has a genealogy machine for public use. The materials deal with the Ashland Gazette newspaper: births, marriages and deaths. The time period covered is March 28, 1879-December 27, 2001. Copies can be made at \$0.15 a sheet.

Requested genealogy information which must be done by a library staff member has a charge of \$10.00. The staff member will look up the requested material, make copies of the information, either e-mail or write the person saying we either have information or we don't. If we do, we will wait until the requester sends us the \$10.00 and then we'll send the copied information to the requester. No money, no information.

Extensive searches cannot be accommodated.

Adopted 9/15/2010

Hours of Operation Policy

Regular Days and Times of Operations

Sunday:	Closed
Monday:	Closed
Tuesday-Thursday	9am-7pm
Friday:	9am – 6pm
Saturday:	10am – 1pm

Holiday Closures

½ day P.M. on New Year's Eve (only if falling on M-F)
New Year's Day
Memorial Day
Fourth of July
Labor Day
Veteran's Day
Thanksgiving
Friday after Thanksgiving
½ day P.M on Christmas Eve (only if falling on M-F)

Christmas Day

When Christmas and New Year's Day fall on a Saturday, the ½ day (P.M.) for the respective "Eve" holidays will be observed as determined by City management.

Stir-Up Days Closure

The Library will be closed the Saturday morning of Ashland's Stir-Up Days.

Adopted 2/8/2012, Revised 11/14/12, 2/14/14

Library Card Policy

To get a library card, proof of address is required. All residents within the Ashland-Greenwood School District may receive a card at no charge. For residents outside the school district there is a \$25.00 a year fee. A parent or guardian must sign for individuals between the ages of 5 and 14. A card is not required to use a library computer or Inter-Library Loan. The library card is good at the following libraries: Ashland, Mead, Valparaiso, Wahoo and Yutan Public Libraries and Ceresco Community Library.

Adopted 2/8/2012, Revised 10/9/13

Lost/Damaged Materials Policy

- 1). Items 30 days overdue will be treated as lost items and the patron will be charged for the materials. If over the 30 days, the amount must be paid whether or not the item is returned. The library account will be suspended until the lost charges are paid.
- 2). Patrons with a lost or seriously damaged item will be charged to replace the item. Replacement materials will not be accepted unless cleared with the Library Director.
- 3). Patrons returning a damaged item that is deemed useable by the Library Director will be charged at the discretion of the Library Director, but less than the cost of the replacement charge.

Patrons returning a book missing the library barcode will be charged \$2.50.

Adopted 10/10/12, Revised 9/18/13

Telephone Policy

The library telephone cannot be used by anyone other than library personnel. Personnel can tell a caller whether someone is in the library.

Adopted 3/12/2009

Appendix I -- Materials Complaint Form

Materials Complaint Form

The Library Board of the Ashland Public Library, has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Ashland Public Library.

Name _____

Address _____

Date _____

City _____

Phone _____

State _____

Zip _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting:

____ Book ____ Textbook ____ Video ____ Display ____ Magazine ____

Library Program ____ Audio Recording ____ Newspaper ____

Electronic information/network (please specify)

____ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Appendix II -- E-Reader and Tablet Checkout

E-Reader and Tablet Checkout - Ashland Public Library

The Ashland Public Library, thanks to a donation from the Rotary Club of Ashland, has e-readers and tablets available to borrow.

- E-readers and tablets may be borrowed for two weeks.
- Devices may be renewed once if no one is waiting.
- You may also be put on a waiting list to borrow a device and we will hold it for 3 days.

In order to checkout an e-reader or tablet you must:

- Be at least 19 years old
- Present a current library card, with the account in good standing (no overdues or fines)
- Present a driver's license or other photo ID for photocopying

By signing this sheet you agree to the following:

- I agree to full financial responsibility, and will pay all costs associated with the damage or loss of the device and/or accessories. I understand the library may use any appropriate means to collect the amount owed by me for fees, damages, or loss. **Do not leave device in your car, as extreme temperatures will destroy it.**
 - Ipad Mini: \$299 -- Charger/Adapter: \$19 -- USB Cable: \$19 -- Case: \$11
 - Nook Simple Touch: \$79 -- Charger/Adapter: \$9.95 -- USB Cable: \$9.95 -- Case: \$11
 - Nook GlowLight: \$119 -- Charger/Adapter: \$9.95 -- USB Cable: \$9.95 -- Case: \$11
- I will return all components directly to a staff member. **I will pay a \$10 fee if the device and accessories are dropped in the drop box or left on a desk or counter at the library.**
- I will pay an overdue charge of \$2 per day up to the replacement cost of the device and accessories.
- I understand the library will not be responsible for any damages incurred if I put my credit card information or other sensitive data on the device.
- I understand borrowing privileges could be revoked if I violate any part of this agreement.
- I have read all of the statements above and agree to them, and I certify that all information I have provided is accurate.

Patron Signature

Date

211110000 _____

Patron Barcode Number

Date

Staff Use Only

Device type: Ipad Mini ☐ Nook ☐ Nook w/GlowLight ☐

E-reader Barcode #:

Item:	Checkout	Checkin
E-reader/Tablet	<input type="checkbox"/>	<input type="checkbox"/>
Case	<input type="checkbox"/>	<input type="checkbox"/>
USB Cable	<input type="checkbox"/>	<input type="checkbox"/>
Power Adapter	<input type="checkbox"/>	<input type="checkbox"/>
How-to-guide (except GlowLight)	<input type="checkbox"/>	<input type="checkbox"/>
User Guide	<input type="checkbox"/>	<input type="checkbox"/>

Staff Initials

Date returned: _____

Photocopy ID Here

Adopted 2/14/14